

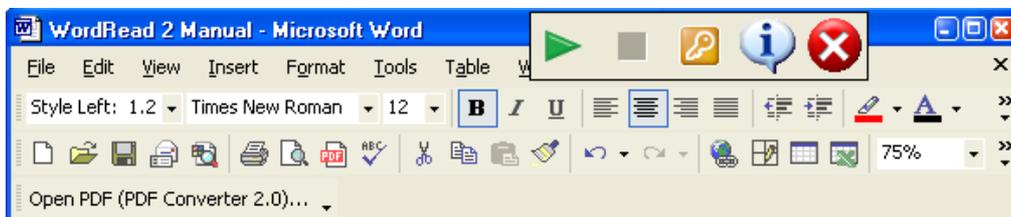
Welcome to WordRead 2

WordRead 2 helps you to ensure accuracy of any Word document on your computer. You can check a newly-created document in seconds, or open up a previous file and carry out a proof read.



WordRead will also read any text from many other word processors, web pages, e-mail software, certain PDF files.

WordRead uses the highly-sophisticated Realspeak™ Solo text-to-speech software which provides human voice reading of your written documents. And, with WordRead offering more than 17 languages to choose from, it provides great flexibility for proofing, reading and learning.



Installing Extra Realspeak Voices

When you install WordRead for the first time, a voice (e.g. ScanSoft Daniel, Emily or Jennifer) should be installed automatically.

To install additional RealSpeak Voices you may have purchased;

You may have received a second CD containing extra Realspeak voices. If so, insert this CD. It should run automatically, but if it doesn't, click the folder containing the voice you would like to install, for example SAPI5 Spanish. Double Click the Setup File and the RealSpeak Voice will install. This could take a few minutes.

Making Word Documents Speak

Open Microsoft Word and open the Word document you would like to have spoken. Alternatively, type some text. Click your mouse at the place in the document where you want the speaking to start.

Press the Play Button 

The text will be spoken back to you, and the sentence also highlighted in red.

**Open Microsoft Word and open the Word document
you would like to have spoken. Alternatively, type
some text**

WordRead will carry on speaking the Word document until you press Stop  or click the mouse.

Making Web Pages Speak

WordRead allows most web pages to be spoken back easily, especially when using Internet Explorer 6 or above. With Internet Explorer, load up the web page that you would like to have spoken and open WordRead.

If you press the play button, the web page will be spoken from "top to bottom" in an order that is related to the way the web page is built.



If you click your mouse at the beginning of the web page article that you would like to have spoken back, a "virtual cursor" will appear.

Pressing the Play Button  will start the read back, and the sentence will highlight in red.

WordRead will carry on reading the web page until you press Stop  or Click the mouse.

An alternative way of making hyperlinks and text in web pages speak within Internet Explorer 6 is to just "hover the mouse" over the text.

If you don't use Internet Explorer, or the web pages aren't speaking, simply select the text with your mouse and press the Play button. WordRead will read anything that you select with your mouse.

Making Any PC Program Speak

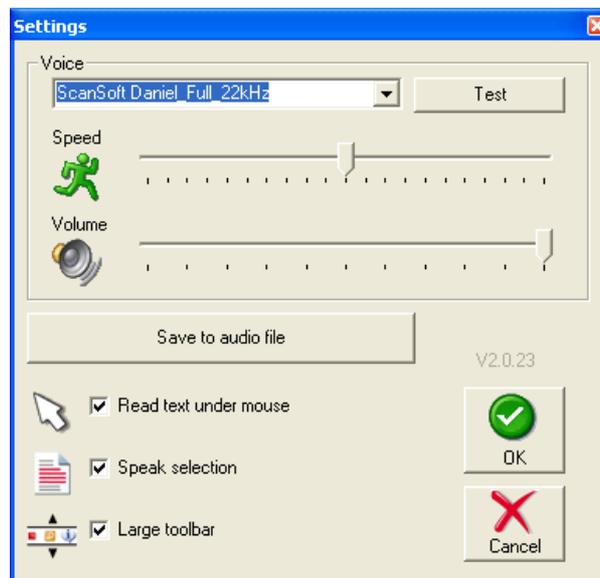
WordRead will speak back any text that you select with your mouse. To do this, select or block some text with your mouse.

WordRead provides an audio read back of text using a human voice. By utilising the world-leading voice synthesis technology – ScanSoft RealSpeak – the accuracy and human quality of text read-back is highly impressive.

The text will be spoken back immediately once you let go of your mouse. If you would

like to have the text spoken again, press the Play Button  on the WordRead toolbar and it will repeat the text.

If you don't want the text to be spoken when you select, you can turn it off from within the Settings. To turn off the speech when selecting with the mouse, untick the "Speak when mouse selects" tick box.



When this is turned off, you can still have text spoken back when selected. However, you need to copy the text (press Ctrl and C) and press the Play button on the WordRead toolbar.

Save Text to Audio Files

With WordRead you can save the text in Microsoft Word documents (and text from any application selected and copied to the Windows clipboard) to audio (sound) files. The Save to Audio file is WAV.

The Save to Audio can be a slow process on very long documents. There is a progress bar showing how much of the conversion is completed. The voice used for the audio conversion is the Realspeak Voice selected at the time in the Speech Settings window.

To Convert text to audio files:

For Word documents: Open the Word document you want to convert to a sound file.

For web pages and other texts: Go to web page you want to convert to a sound file. Select the text you want to have saved with the mouse. Press Copy, which is normally in the Edit menu, or Press the Control (CTRL) Key and the Letter C at the same time. The text will be copied to the Windows clipboard. You cannot see this.

THEN

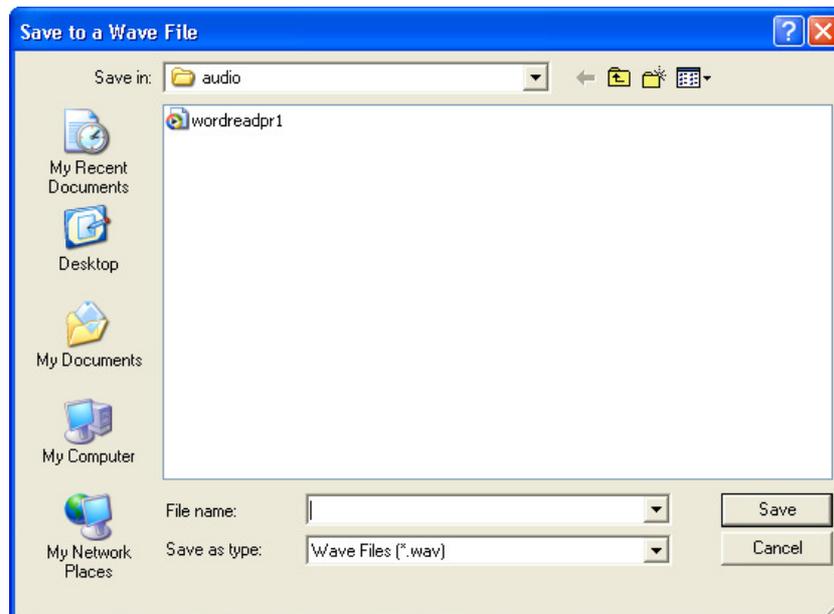
Open the WordRead Settings Window.



Click the Save as Audio File Button

A rectangular button with a light beige background and a thin border, containing the text "Save to audio file".

The following File Save dialogue box will appear. Please give the file a name, and choose the location on your PC where you would like to save the file.



You can then open this file with your PC Media Player or transfer it to a portable audio player, using your player's software or other suitable software.

WordRead Toolbar Controls

The WordRead toolbar consists of five simple buttons:

Press  to start the reading back. You can also start the Play button by pressing the keyboard combination of CTRL + SHIFT + DOWN ARROW

Press  to stop the reading back at any time.

Press  to adjust the voice settings, save to audio and toolbar size

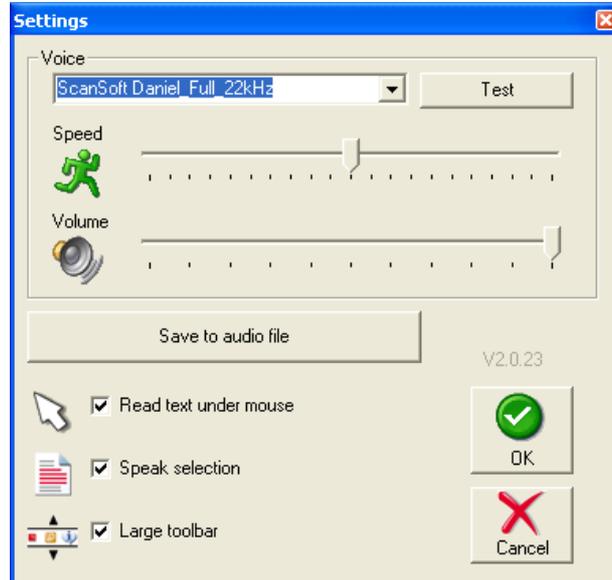
Press  to open the help file.

Press  to close the program.

Settings



The  icon opens up a Settings window:



Voice Selection

This gives you options to change the voice type via pull-down menu. Loading a new voice could take a few seconds.



The voices you will see are the voices installed with WordRead plus any Windows system voices and other text to speech engines that are installed on your PC. We cannot guarantee that WordRead will operate with any other Text to Speech Voices you have installed on your PC.

Change the speed of voice readback using the slider control:



Change the voice volume using the slider control:



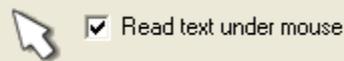
A test button  allows you to check any revised settings are acceptable

Save Text to Audio File

A rectangular button with a light beige background and a thin black border. The text "Save to audio file" is centered in a dark grey font.

This button enables you to save the open Word document (or any text selected by the mouse and copied) to a file as a speech audio file. Click on the button to enable you to select a location and file name to save the audio file.

Read Text Under Mouse



If switched on, any text beneath the mouse within Internet Explorer web pages will be spoken back automatically.

Speak Selection



If switched on any text selected with the mouse will be spoken back automatically, once the mouse button is released. If you would like to have the text spoken again, press the Play Button.

Button Size



Tick the box to select larger buttons for the toolbar.

System Tray Icon

The WordRead controls are mirrored in the WordRead icon located in your system tray - right click with your mouse on the WordRead icon to show Play, Stop, Save as Audio, Settings and Exit links.

